



## Building Safety Division Policy and Procedure Manual

### Guidelines for requiring surveys for site plans.

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The purpose of this guideline is to establish procedures for enforcing Minnesota Rules Chapter 1300.0130, Subpart 4.

Minnesota rules section 1300.0130, Construction Documents, Subpart. 4. Site plan, provides “The construction documents submitted with the application for permit shall be accompanied by a site plan drawn to scale, showing the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades, and the proposed finished grades, and it shall be drawn according to an accurate boundary line survey.” It also provides “The building official may waive or modify the requirement for a site plan if the application for permit is for alteration or repair or when otherwise warranted.”

**Therefore, the basic premise is that a survey is required for all site plans, unless there are findings that it is not warranted.**

#### **New buildings:**

Site plans and construction layouts for new principal buildings must be based upon site pins. The recorded plat is a registered survey. If the platted lot can be identified on the ground using site pins, a separate survey is not required. If the property boundaries cannot be located at the site, a survey is required to verify the location of the property corners (pins).

Additions and new buildings in the flood plain require two surveys. This is required to fill out the certificate of elevation required by the National Flood Insurance Program, The first is to identify the boundaries and elevations of the lot, and the second one is done after construction to certify the elevation of the building.

#### **Accessory structures and additions or decks attached to existing buildings:**

A survey may not be warranted if:

Property pins can be located to measure from;

or:

The property owner has made a credible attempt to locate the property boundaries based upon accurate measurements from identifiable known surveyed markers;

and

Setbacks are sufficient to accommodate a reasonable margin of error for measuring process.